

REVISION SUMMARY

Format and minor grammatical changes have been made to all pages included in this revision package. Revision bars are not inserted for format changes, non-substantial technical changes, and fully rewritten chapters. Revision bars appear on the right sides of all pages. Vertical (addition) bars indicate added and rewritten matter, and horizontal (deletion) bars indicate deleted matter.

<u>Item</u>	<u>Summary</u>
Subject Index	Updates entries.
Chapter 1200	<p><u>Contracts</u> Makes technical correction. Deletes ending one sentence paragraph in Section 1205.</p> <p>Section 1215 increased the contract approval limit from \$20,000 to \$35,000. Updates reference to PCC; and add a new paragraph 4. d. thereby re-alphabetizing the remaining paragraphs. Paragraph 4. e. decreases the dollar limit from \$12,500.00 to \$10,000.00 for more than one contract that has been awarded to a single contractor in any one year.</p>
Chapter 2400	<p><u>Insurance and Surety Bonds</u> Rewrites or deletes sections with outdated or unnecessary language and/or procedures.</p> <p>Renames Section 2455 from “Tort Liability” to “Reporting and Investigating Accidents/Incidents Involving State Employees or State Property”. Rewrites section for clarity and merges some written text from deleted sections.</p> <p>Deletes entire Section 2460.</p> <p>Updates SAM reference in Section 2460.1.</p> <p>Rewritten for clarity and renames Section 2461 from “Notice Of Claim On Suite” to “Receipt Of Legal Papers”.</p> <p>Rewritten for clarity and renames Section 2462 from “Assistance and Cooperation With The Attorney General” to “Cooperation With The Attorney General’s Office”.</p> <p>Deletes entire Section 2463.</p> <p>Rewrites and renames Section 2464 from “Inquiries By The Public” to “Inquiries For Filing Claims Against The State Of California”.</p>
Chapter 7300	<p><u>Organization For Fiscal Management</u> Chapter rewrite.</p>
Chapter 8500	<p><u>Payrolls</u> Clarifies that the withholding tax returns are for salaries, wages, taxable benefits, and employee business expenses in Section 8520.</p> <p>Makes minor edits for consistent wording in Section 8540.</p> <p>Adds new Section 8572, “Withholding and Reporting Requirements for Taxable Fringe Benefits and Employee Business Expenses”.</p> <p>Section 8572.1 deletes obsolete information on withholding and reporting requirements for moving expenses. Adds reference to the SCO, PPM, and adds IRS web site address. Updates DPA regulations and deletes obsolete reference to the Board of Control rules.</p>

Item

Summary

Deletes 8572.1 Illustrations 1 and 2.

Clarifies withholding for indeterminate field assignment allowances and deletes the list of assignment criteria that are excluded from taxes and references specific PPM section for additional information in Section 8572.2.

Removes obsolete information concerning mileage reimbursement not subject to withholding in Section 8572.3.

Updates references to PPM section and IRS publication for information on tax and reporting requirements for personal use of a state provided vehicle.

Moves, revises and renumbers Section 8585 as Section 8572.5, Uniform Allowance.

Chapter 8700

Miscellaneous Accounting Procedures Revises Section 8740 to include a new holiday on March 31, Cesar Chavez' birthday. For the 2001 calendar year, this holiday will be observed as a Saturday holiday. Minor revision corrects the Safety Retirement rate information in footnote #3 example to 16.62 percent.

REVISION SEQUENCE INSTRUCTIONS

The SAM is undergoing a format transition. Therefore, page numbers are either at the center bottom or upper right corner of the page.

<u>Remove Page(s)</u>	<u>Consecutive No. of Sheets</u>	<u>Insert Page(s)</u>	<u>Consecutive No. of Sheets</u>
Page 1 SUBJECT INDEX thru Page 19 SUBJECT INDEX	10	SAME	10
Page 1200 thru Page 1215 (Cont. 1)	1	SAME	1
Page 2400 INDEX	1	SAME	1
Page 2400 thru Page 2460.2 (Cont. 1)	3	Page 2400 thru Page 2461	2
7300 INDEX	1	Page 7300 INDEX	1
7300 CT thru 7370	3	Page 7300 thru Page 7350	2
8500 INDEX	1	SAME	1
8512 (Cont. 3) thru 8520	1	SAME	1
8537 thru 8585 (Cont. 1)	6	8537 thru 8590	4
8740 thru 8740 (Cont. 1)	1	SAME	1